



HAMAD BIN KHALIFA UNIVERSITY

**AC-U-04.V02: UNDERGRADUATE GRADING
POLICY**

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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

This policy provides the standards for course grades and sets the time to complete course work requirements.

2. POLICY DESCRIPTION

This policy describes the letter grades and their corresponding grade points for undergraduate programs at HBKU. It further illustrates the procedure for grade appeals.

2.1 POLICY STATEMENTS

1. Letter grades and their equivalent grade points for an undergraduate courses at HBKU are as follows:

Letter Grade	Description	Grade Points Per Credit Hour
A	Excellent: A grade that is assigned to a student who exhibits a superior understanding and competence of the subject being taught	4.00
A-		3.67
B+	Very Good: A grade that is assigned to a student who exhibits a good understanding and capacity to handle the problems encountered in the subject matter being taught.	3.33
B		3.00
B-		2.67
C+	Good: A grade that is assigned to a student who exhibits an understanding of the main areas and an adequate level of competency in the subject matter being taught.	2.33
C		2.00
C-	Pass/marginal pass: A grade that is assigned to a student who exhibits partial familiarity and some capacity to deal with problems encountered in the subject matter being taught.	1.67
D+		1.33
D		1.00
D-		0.67
F	Fail: Student did not meet course requirements.	0.00
P	Pass	
NP	No Pass	
PR	In Progress	
NC	No Credit	
AU	Audit	
I	Incomplete	
W	Withdraw	
N	No Grade Submitted by Instructor	
TC	Transfer Credit	

2. Instructors are required to submit grades to their College Dean or designee, who shall review the grades and forward them to the Office of the Registrar or return them to the respective faculty member for clarification before forwarding them to the Registrar's Office no later than the date published in the University's academic calendar. Deans or designee may not change grades, but the Dean or designee's endorsement is needed to ensure compliance with HBKU rules and procedures.
3. The grade modes for any course may be assembled by a combination of prescribed grades (Such as A-F or P/NP).
4. A grade of "P" (pass) is awarded to indicate that a student successfully completed the requirements for a Pass or Fail course.
5. A grade of "PR" (in progress) is awarded when a student has made satisfactory progress during the semester but the course continues beyond the end of the semester. This grade does not factor into the semester's GPA or the CGPA. The student must satisfy the requirements of the course within two subsequent semesters.
6. A grade "NC" is assigned to non-credit courses when the coursework has been satisfactorily completed.
7. Undergraduate students may audit a course subject to the following:
 - Secure endorsement from the College Dean where the course is offered;
 - Courses for audit shall not be awarded credit and shall not be accounted to satisfy degree requirements. A grade of "AU" shall be used to designate an audited course on the student's academic record. Students are allowed to audit a course only once;
 - Students may be allowed to change the status of a course to a for-credit course. To change the status of a course, students must submit a request to the Office of the Registrar no later than two weeks from the start of classes;
 - The instructor of an audited course may report a grade of "W" to indicate that a student auditing a course failed to maintain satisfactory attendance;
 - Students are charged the regular registration fees for audited courses.
8. A grade of "I" (Incomplete) is awarded to students who were unable to complete the required coursework due to extenuating circumstances. Determination of the circumstances that warrant an "I" grade resides with the course instructor. Students must complete the missing course work within the time period announced by the Office of the Registrar. If a student does not complete the course within the stated period by the Office of the Registrar, the grade "I" automatically converts to an "F".
9. A grade of "W" (withdrawal) is assigned when a student withdraws from a course subsequent to the add/drop deadline and before the final deadline to withdraw from courses as indicated in the University's official academic calendar.
10. A grade of "N" (no grade submitted by the instructor) is assigned by the Office of the Registrar when an instructor fails to assign a grade for a course. This grade is not included in the attempted or earned GPA. The "N" designation will remain a part of the student record until the Registrar's Office has been notified of the earned grade.
11. A grade of "TC" (transfer credit) is assigned to all approved credits transferred from outside HBKU according to the applicable credit transfer policy.
12. A grade of "F" will be assigned to courses that a student failed to attend or formally withdrew within the prescribed time as announced by the Office of the Registrar.
13. Grades less than a "C" are normally considered to be unacceptable as a measure of progress towards undergraduate degree objectives. Although some graduate programs consider grades of "C-", "D+", "D" and "D-" as passing grades, grades below "C" may not be acceptable for program-specific requirements, and may result in the student being unable to maintain a 2.0 cumulative average.
14. No undergraduate student can graduate with a CGPA below 2.0. Academic Advisors should take immediate remedial action for students whose CGPA has dropped below 2.0.
15. Instructors can change an "I" or "N" grade to a letter grade without approval. To make the change, instructors need to communicate the appropriate grade to the Office of the Registrar's.
16. A change of grade from a letter grade to another letter grade (higher or lower) after the final grade submission on Banner requires the approval of the college Dean and the Provost. Justification for the course grade change will be required.
17. A semester grade point average and CGPA are computed at the end of each regular semester and reported on the student's academic record.

18. Grades for bridging courses shall not affect the calculation of CGPA of a degree however they will appear on the student's transcript. A distinct CGPA for each degree program will appear separately in the student's transcript.
19. If a student is not satisfied with the final grade received for a course, they can appeal their grade within the deadline established by the University.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change
March 17, 2016	Graduate Grading System	A- "Exceptionally Good" changed to "Very Good"
March 17, 2016	Graduate Grading System, Explanation of Letter Grades	Various language changes for grammar and style (not substantive)
March 24, 2016	Grading System	<p>NOTE: REWRITTEN TO ADD REQUIREMENT FOR DEAN'S OR DESIGNEE'S ENDORSEMENT PRIOR TO INSTRUCTOR'S FINAL GRADE SUBMISSION AS BELOW:</p> <p>GRADING SYSTEM Instructors will assign letter grades to the students for all courses taught. Instructors are required to submit grades to their College Dean or designee, who will review the grades and forward them to the Registrar's Office or return them to the respective faculty for clarification before forwarding them to the Registrar's Office no later than the date published in the University's academic calendar. Deans or designees may not change grades, but the Dean's or designee's endorsement is needed so as to ensure compliance with HBKU rules and procedures.</p>
September 4, 2016	Other Grades	PP added

5. ACCOMPANYING PROCEDURE

Grade Appeal Process

To appeal a grade, students must:

1. Contact the course instructor. If the instructor agrees with the student's assertion, the instructor shall submit a grade change request to the Dean who may endorse the grade change request and submit it to the Office of the Registrar. The Office of the Registrar shall apply the grade change to the student record and shall notify the student of the grade change.
2. The student may appeal to the College Dean if the instructor did not agree with the student. Appeal forms can be obtained from the Office of the Registrar.
3. The Dean shall formulate a committee to review the appeal case and make a recommendation. The Dean shall provide the appeal committee with procedures to guide their review. Such procedures should be designed to protect students from inappropriate use of evaluation criteria or a disregard for stated grading standards and procedures. Faculty members must cooperate with the appeals committee ;
4. If the appeals committee fails to resolve the appeal within the specified time, the Dean may act to resolve the appeal;
5. The Office of the Dean shall notify the student of the decision.
6. Students must file for an appeal petition within 30 days from the end of the semester in which the grade was recorded. Whether or not the student has graduated is irrelevant.
7. If the Student is not satisfied with the Dean's decision, he may appeal to the Provost who shall have the final decision on the matter. The Provost may form an *ad hoc* committee to review and recommend to him/her a decision.